

SENIOR OFFSET DUPLICATING MACHINE OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: The work of this position, while under general supervision, is responsible for overseeing the duplication of a variety of forms, publications, and other similar material on offset duplicating machines and high speed/high volume copiers. The position is distinguished from Offset Duplicating Machine Operator by the additional skill necessary to perform more difficult assignments and by the added supervisory responsibilities. Supervision is exercised over Offset Duplicating Machine Operators and may be exercised over Couriers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Operates offset duplicating machines and high speed/high volume copiers to produce a wide variety of forms, publications and other similar materials;

Ensures the proper operation and appropriate safety procedures of offset duplicating machines and copiers;

Plans, organizes and supervises the work activities of subordinate employees;

Assists in planning and formulating policies and procedures of the unit;

Keeps machines clean and arranges for periodic maintenance and repair;

Reviews print requests and determines both cost estimates and price quotes;

Collates pads as ordered;

Orders, receives and stores stock as well as maintains an adequate level in anticipation of need;

Trains Offset Duplicating Machine Operators on the unit's various machines;

Submits recommendations for the yearly operating budget;

May perform various mailroom and/or courier duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the operation of offset duplicating machines and high speed/high volume copiers;

Thorough knowledge of safety procedures in a print shop;

Good knowledge of related bindery equipment;

Good knowledge of office terminology, practices and procedures;

Skill in the use of a computer including Microsoft Office and Adobe software;

Ability to understand and follow moderately complex oral and written directions;

Ability to plan, direct and supervise the work of subordinate employees;

Ability to make arithmetic computations involving fractions, decimals and percentages;

Ability to lift and carry moderately heavy loads;
Mechanical aptitude.

MINIMUM QUALIFICATIONS:

- A) Two years experience in the operation of offset duplicating machines; OR
- B) Satisfactory completion of a specialized training course from a regionally accredited or New York State registered college, university, business school or trade school, covering the use and operation of offset duplicating equipment and one year of experience in the operation of offset duplicating machines; OR
- C) An equivalent combination of training and experience as indicated in A) and B) above.